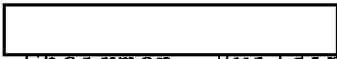


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MEMORANDUM FOR:

25X1 FROM:


Chairman, Building Planning Committee

SUBJECT: Conference Room Utilization Study

1. According to current records, your directorate is responsible for scheduling the conference rooms listed in attachment 1.

2. Your assistance is requested in having the special log sheet (attachment 2) completed during the period 1 October - 31 October. The completed forms should be returned to OL/BPS, 4E50 Hqs, by 5 November. Questions may be directed to 

25X1

3. The information is required to assist in space allocation and interior design so that new building designs adequately provide for conferencing needs. The Staff will develop the recommended quantities, sizes, and design features for conference rooms. Additionally, the Staff will recommend increased office areas for managers in those instances where incorporating small conferencing capability in the office would increase efficiency.

4. If there are additional amplifying remarks you believe are pertinent to this study, please attach your comments with the completed logs.

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Attachments:

1. Conference Rooms Listed
2. Log Sheet w/Explanation

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Column

- I. Self-explanatory
- II. Will be used to justify increased office areas for managers where incorporating a small conferencing capability in the office would increase efficiency.
- III. "Time reserved" is the actual time period the room is reserved, i.e., 0900-1200; not the time it is in use.
- IV. "Number of Conferees" means the number of attendees. This data will be used to assist in establishing the size conference rooms needed.
- V. "Purpose" should be a general statement such as staff meeting, analyst briefing, discussion with contractor, training, applicant interview, liaison, NIE working session, task force, after hours classroom, etc.
- VI. Frequency. Here we want to establish the requirement for regularly scheduled meetings and base line data for the number of ad hoc meetings. Simply check the appropriate box.
- VII. This entry is aimed at determining the number of requests for a conference room denied because it was previously reserved for the time needed. Simply place a check mark in the column of the requestor's directorate for each such request.

CONFERENCE ROOM LOG
ROOM # _____

I. Date	II. Requestor		III. Time Reserved	IV. Number of Conferees	V. Purpose of Meeting	VI. Frequency				VII. # of Requestors in Same Time Frame by Directorate			
	GS- or SIS-Level	Component				Daily	Weekly	Monthly	Ad Hoc	DDA	DBS&T	NFAC	DDO

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